

TO: Interested Parties

FROM: Lois Park Mole
Director, Government and Community Relations

RE: Replacement Directive 400-04-DD

DATE: October 16, 2009

Summary: This departmental directive replaces the previous directive and establishes a fee schedule for researching and copying information related to FOIA requests to SCDDSN.

The review period will end November 13, 2009. Please review and forward any comments/suggestions to Lois Park Mole at lpmole@ddsn.sc.gov

Reference #	Directive Title	Status	Applicability
400-04DD	Copy and Research Costs – Freedom of Information Act	Replacement	All SCDDSN Employees

Reference Number: 400-04-DD
Title of Document: Copy and Research Costs - Freedom of Information Act
Date of Issue: November 29, 1988
Effective Date: November 29, 1988
Last Review Date: November 15, 2009 (Revised)
Date of Last Revision: November 15, 2009
Applicability: All SCDDSN Employees

The purpose of this directive is to establish fees for researching and copying information released by the SC Department of Disabilities and Special Needs (SCDDSN) under the Freedom of Information Act (FOIA).

FOIA requests must be made in writing. If a person tells an employee that s/he wishes to make a FOIA request, advise the person to put the request in writing.

In accordance with the provisions of the FOIA, DDSN has fifteen days from receipt of the request excluding Saturdays, Sundays, and legal public holidays to respond in writing to the requestor regarding the release of the requested information.

The release of information in response to a FOIA request will be reviewed and approved by the SCDDSN State Director or his/her designee.

The following fee schedule will be applied to FOIA information requests. These fees will not exceed the actual cost of compiling/searching for or making copies of records.

---The first fifty (50) pages are free.

---There is a charge of \$0.15 for each page over fifty pages.

---The first hour of time spent researching or copying is free.

---There is a charge for each additional hour based on the salary of the employee required to complete the work.

Fees will be invoiced to the person making the FOIA request. The requested information will not be released until payment in full has been received by SCDDSN.

Fees will not be charged to the media to respond to a FOIA request unless the SCDDSN State Director determines that the cost to the agency for copying, compilation and/or research is high. Fees will not be charged to members of the General Assembly when their requests relate to their legislative duties. Fees will not be charged to a SCDDSN client, the client's parent with legal custody, legal guardian, or spouse requesting that client's SCDDSN records. A request for records other than those of the client is subject to fees.

Tom Waring
Deputy State Director, Administration
(Originator)

Eugene A. Laurent, Ph.D.
State Director
(Approved)